

MEETING NOTICE

TO: Budget, Finance & Investment Committee
FROM: Joyce Ealy, Chairman
TIME: Wednesday, June 26, 2013 – 5:30 P.M.
PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
 - A. June 17, 2013
 - B. June 19, 2013
2. 2012-13 General Fund Budget Amendments
 - A. County Clerk
 - B. Correctional Work Center (2)
 - C. Fire & Rescue
 - D. Other Local Health Services
 - E. Pet Adoption & Welfare Services (2)
 - F. Information Technology
 - G. Unemployment Compensation
 - H. Hotel/Motel Tax/Recreation/Tourism
 - I. County Mayor
 - J. County Attorney
 - K. Transfers to Other Funds
 - L. Sheriff's Department & Jail
3. 2012-13 Drug Control Fund Budget Amendments
4. Grant Contract with Tennessee Department of Mental Health & Substance Abuse for Drug Court
5. Vendor Agreements with Tennessee Department of Mental Health & Substance Abuse for Alcohol and Drug Addiction Treatment (ADAT & SPOT)
6. Request Permission to Submit Grant Application for 2013-14 Tennessee Agriculture Enhancement Program Grant
7. Resolution Authorizing Interfund Capital Outlay Notes Not to Exceed \$7,400,000
8. 2012-13 General Purpose School Fund Budget Amendments
9. Central Cafeteria Fund Budget Amendment
10. 2013-14 Education Capital Projects Fund Budget – Revised Project List
11. 2013-14 Budget – Final Review
12. 2013-14 Tax Levy Resolution
13. 2013-14 Appropriation Resolution
14. Other Business

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As the other standing committees have not met, it might be necessary to add items to the agenda after it is mailed

cc: Commissioners
Ernest Burgess
Teb Batey
Jim Cope
Department Heads
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the June 17 and June 19 Budget Committee meetings will be presented for approval.

2. **2012-13 General Fund Budget Amendments:**

- A. The County Clerk will be requesting approval of the following budget amendments to provide sufficient funding for the Postal Charges Account and the Part-Time Personnel Account to complete the fiscal year:

From: 101-52500-355 – Travel -	\$ 2,300
101-52500-425 – Gasoline -	2,000

To: 101-52500-348 – Postal Charges -	\$ 4,300
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From: 101-52500-106 – Deputies -	\$ 1,600
To: 101-53500-169 – Part Time Personnel -	\$ 1,600

- B. The Correctional Work Center Superintendent will be requesting approval of the following budget transfers to provide sufficient funds in the Sergeant line item and the related benefits. The shortage was due to two employees leaving and one was replaced by someone in a higher step. Due to the insurance tier chosen in 2013, there are available funds in the employee medical insurance line item:

From: 101-54220-205 – Employee/Dependent Insurance -	\$ 7,060
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To: 101-54220-115 – Sergeants -	\$ 5,850
101-54220-201 – Social Security -	365
101-54220-204 – State Retirement -	745
101-54220-209 – Disability Insurance -	15
101-54220-212 – Employer Medicare -	85

The Correctional Work Center Superintendent will also be requesting approval of the following budget transfer to provide sufficient funding for In-Service Training to complete the fiscal year:

From: 101-54220-399 – Other Contracted Services -	\$ 200
To: 101-43220-196 – In-Service Training -	\$ 200

- C. The County Fire Chief will be requesting approval of the following budget transfer to provide sufficient funding for the Communications Account to complete the fiscal year:

From: 101-54320-334 – Maintenance Agreements -	\$ 2,000
101-54320-335 – Maint./Repair Buildings -	2,000

To: 101-54320-307 – Communications -	\$ 4,000
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- D. The Health Department Director will be requesting approval of additional funding for travel (nurses who travel within the county) for the rest of the fiscal year. This portion of the budget is funded by the State of Tennessee. The State has already approved this amendment to the contract:

From: 101-55190-499 – Other Supplies/Materials -	\$ 4,000
To: 101-55190-355 – Travel -	\$ 4,000

- E. The Pet Adoption & Welfare Services Director will be requesting approval of the following budget amendment to provide sufficient funding for the Part Time Personnel for the remainder of the year. Because of vacancies, there are funds available in the attendant line item:

From: 101-55120-164 - Attendants -	\$2,500
To: 101-55120-169 - Part Time Personnel -	\$2,500

Explanation of Agenda Items (cont'd)

The PAWS Director will also be requesting approval of the following budget transfer to provide additional funding for the Overtime Account. More overtime has been worked than anticipated to cover shifts for employees who have either been in training or on vacation:

From:	101-55120-164 – Attendants -	\$3,000
To:	101-55120-187 – Overtime Pay -	\$3,000

- F. The Information Technology Director will be requesting approval of the following budget transfer to provide additional funding for Data Processing Services for the Enterprise Vault Cloud:

From:	101-52600-709 – Data Processing Equipment -	\$1,000
To:	101-52600-317 – Data Processing Services -	\$1,000

- G. The Finance Director will be requesting approval of the following budget amendment to allocate expenses for unemployment compensation to the department where the actual expense occurred:

From:	101-58600-210 – Employee Benefits Unemployment -	\$500
To:	101-51500-210 – Election/Unemployment Comp. -	\$500

- H. The Finance Director will be requesting approval of the following budget amendment to increase the revenue estimate for the Hotel/Motel Tax; provide 10% for the Stones River Greenway and 30% for the Chamber of Commerce Convention/Visitors' Bureau per prior Resolution; with the balance to the Unassigned Fund Balance:

Increase Revenue:	101-40220 – Hotel/Motel Tax -	\$106,000
Increase Expend.:	101-56700-316 – Contributions -	\$ 10,600
	101-58110-316 – Tourism Contributions -	31,800
Increase:	101-39000 – Unassigned Fund Balance -	\$ 63,600

- I. On June 20, 2013, the county had a "Tax Sale" of properties whose owners were delinquent in the payment of their taxes over many years. There were no bidders on seven of the properties. The Finance Director will be requesting approval of the following amendment, which is needed to pay the delinquent taxes on the books in chancery Court and to pay the 2012 taxes due to the County Trustee. One property was located in the City of La Vergne:

From:	101-39000 – Unassigned Fund Balance -	\$ 28,500
To:	101-51300-599 – County Mayor/Other Charges -	\$ 28,500

- J. A settlement has been awarded regarding the Eagleville property condemnation. The Finance Director will be requesting approval of a budget amendment for the additional costs.

- K. The Finance Director will be requesting approval of the following budget amendment to provide cash flow for a \$400,000 grant that was approved from the Assistance to Fire Fighters' Grant issued through Homeland Security February 12, 2011. The term of the grant was amended to extend to August, 2013. Legislation was approved by the State in this last session to allow counties to purchase off of the State's contract for the communication equipment. The grant is reimbursable for equipment, and the Ambulance Fund has already provided the match of \$100,000. Because of the fiscal year end, we need to ensure that cash is available to pay the commitment before the funds from AFG are received:

From:	101-39000 – Unassigned Fund Balance -	\$400,000
To:	101-99100-590 – Transfers to Other Funds -	\$400,000

Explanation of Agenda Items (cont'd)

- L. The Sheriff's Department will be requesting approval of budget amendments within the Sheriff's Department budget and the Detention budget to provide additional funding for the Overtime Pay in order to reduce the employees' comp. time balances and to provide additional funding for the Part Time Personnel Account:

From Sheriff's Department:

101-54110-196 – In-Service Training -	\$ 11,750
101-54110-312 – Contracts w/Private Agencies -	15,000
101-54110-320 – Dues/Memberships -	2,710
101-54110-336 – Maint./Repair Equipment -	10,000
101-54110-338 – Maint./Repair Vehicles -	7,000
101-54110-348 – Postal Charges -	3,000
101-54110-429 – Instructional Supplies/Materials -	250
101-54110-431 – Law Enforcement Supplies -	1,871
101-54110-435 – Office Supplies -	3,725
101-54110-437 – Periodicals -	2,000
101-54110-453 – Vehicle Parts -	7,000
101-54110-499 – Other Supplies & Materials -	1,700
101-54110-505 – Judgments -	2,500
101-54110-599 – Other Charges -	7,000
101-54110-708 – Communications Equipment -	25,129
101-54110-716 – Law Enforcement Equipment -	250
101-54110-719 – Office Equipment -	1,000

To Sheriff's Department:

101-54110-187 – Overtime Pay -	\$ 69,629
101-54110-169 – Part Time Personnel -	15,000
101-54110-201 – Social Security -	5,289
101-54110-204 – State Retirement -	10,739
101-54110-212 – Employer Medicare -	1,228

From Jail:

101-54210-302 – Advertising -	\$ 250
101-54210-320 – Dues & Memberships -	1,000
101-54210-334 – Maintenance Agreements -	4,000
101-54210-336 – Maint./Repair Equipment -	12,000
101-54210-349 – Printing, Stationery, Forms -	2,000
101-54210-399 – Other Contracted Services -	11,000
101-54210-431 – Law Enforcement Supplies -	1,250
101-54210-435 – Office Supplies -	900
101-54210-441 – Prisoners' Clothing -	4,000
101-54210-499 – Other Supplies/Materials -	700

To Jail:

101-54210-187 – Overtime -	\$ 30,817
101-54210-201 – Social Security -	1,926
101-54210-204 – State Retirement -	3,910
101-54210-212 – Employer Medicare -	447

3. 2012-13 Drug Control Fund Budget Amendments

- A. The Finance Director will be requesting approval of the following budget amendment to recognize revenue received from the sale of confiscated property:

Increase Revenue: 122-42910 – Proceeds Confiscated Prop. - \$258,800

Increase: 122-34525 – Restricted for Public Safety - \$258,800

- B. The Sheriff's Department will be requesting approval of budget amendments to provide funding for the payout of compensatory time for the employees being transferred to the General Fund. The amendment was not available at the time of this notice.

Explanation of Agenda Items (cont'd)

4. The Drug Court Coordinator will be requesting approval of a Grant Contract with the Tennessee Department of Mental Health and Substance Abuse in the amount of \$107,500 for the provision of the Tennessee Certified Drug Court Program at the Rutherford County Drug Court. The Grant Contract shall be effective beginning July 1, 2013 and ending on June 30, 2014. No matching funds are required.
5. The Drug Court Coordinator will be requesting approval of Vendor Agreements with the Tennessee Department of Mental Health and Substance Abuse for Alcohol and Drug Addiction Treatment for indigent supervised probation offenders' treatment (ADAT-SPOT) and Alcohol and Drug Addiction Treatment (ADAT) for indigent driving under the influence (DUI) offenders (ADAT-DUI). Both of these agreements reimburse certain costs at various rates.
6. The Agriculture Extension Director will be requesting approval of a grant application to the Tennessee Department of Agriculture, Forestry Division, for a Tennessee Agriculture Enhancement Program Grant.
7. The Finance Director will be requesting approval of a Resolution authorizing the issuance of interfund capital outlay notes not to exceed \$7,400,000 for the Blackman Middle Annex.
8. **2012-13 General Purpose School Fund Budget Amendments:**
 - A. The Director of Schools will be requesting approval of budget amendments to amend a net increase of \$30,550 for substitute teacher pay and reduce regular teacher pay and benefits by the same amount. This amendment is contingent upon approval by the Health & Education Committee.
 - B. The Director of Schools will be requesting approval of a budget amendment to move \$35,000 in already budgeted unemployment compensation to the budget lines where it is needed contingent upon approval by the Health & Education Committee.
 - C. The Director of Schools will be requesting approval of budget amendments to amend \$234,987 from budgeted utilities in order to cover additional expenditures of \$77,581 for custodial supplies; \$20,000 for water and sewer; \$38,820 for a Genesis special ed. Bus; and \$98,586 for the fuel price adjustments to the bus operator contracts contingent upon approval by the Health & Education Committee.
 - D. The Director of Schools will be requesting to amend a total of \$517,133 in already budgeted expenditures to cover contract services, supplies and equipment; reallocates a state grant, labor costs, and reallocates available salary funds to cover additional technology expenditures contingent upon approval by the Health & Education Committee.
 - E. The Director of Schools will be requesting approval of amendments to adjust revenues for the General Purpose School Fund. The entire amount of the increase, \$3,038,228, will increase fund balance. This amendment is also contingent upon approval by the Health & Education Committee.
9. **2012-13 Central Cafeteria Fund Budget Amendment**
 - A. The Director of Schools will be requesting approval of a Central Cafeteria Fund year-end cleanup budget amendment reducing revenues and expenditures by \$490,633 with no change to the budgeted fund balance. The amendment is contingent upon approval by the Health & Education Committee.
10. **2013-14 Education Capital Projects Fund Budget – Revised Project List**
 - A. The Director of Schools will be requesting approval of a revised 2013-14 project list for Fund 177, Education Capital Projects Fund, moving the funds for the Buchanan sewer project to the Eagleville project that should be on line during the next school year and adds gymnasium seating for Oakland and Riverdale Schools.
11. 2013-14 Budget – Final Review
12. The 2013-14 Tax Levy Resolution will be presented for approval.
13. The 2013-14 Appropriations Resolution will be presented for approval.
14. Other Business – as most of the other committees will not be meeting during June, it might be necessary to add items to this agenda after it is mailed.